

Vendor 1099 Setup

Understanding how vendors are set up for 1099 reporting aids financial users in using them correctly in voucher payments.

NAME SETUP

Definitions:

- Legal Name – the name used on the taxpayer's tax return.
- AKA – Also known as
- DBA – Doing business as.

If a vendor supplies a DBA, that name is entered in 'Name 1' and the legal name (LN) is keyed into 'Name 2'. The system allows a search on 'Name 1' but not on 'Name 2'. A query has been developed to search on this field

NDS_VNDR_ALT_NAME

The screenshot displays a web-based form for 'Vendor 1099 Setup'. At the top, there are tabs for 'Identifying Information', 'Address', 'Location', 'Contacts', and '1099'. The 'Identifying Information' tab is active, showing 'SetID: SHARE' and 'Vendor: 0000006531'. Below this is the 'Vendor Name' section with three input fields: 'Name 1' (containing 'OFFICE INTERIORS INC'), 'Name 2' (containing 'LN: BUSINESS ESSENTIALS'), and 'ShortName' (containing 'OFFICE INT' with a secondary label 'OFFICE INT-002'). The 'Vendor Classification' section includes dropdowns for 'Classification' (set to 'Supplier'), 'Status' (set to 'Approved'), and 'Persistence' (set to 'Regular'). It also features a 'HR Class' dropdown, checkboxes for 'VAT Registration' and 'Withholding' (both unchecked), and a checked 'Open For Ordering' checkbox with a 'Details...' link. The 'Vendor Relationships' section has checkboxes for 'Corporate Vendor' and 'InterUnit Vendor', each followed by a search input field. At the bottom, there are links for 'Additional ID Numbers', 'Duplicate Invoice Settings', 'Government Classifications', and 'Std Industry Codes'.

Name 1 is

- Used in PO and AP to search for a vendor along with 'short name'.
- Prints on the checks, remittances, and 1099s.

Name 2 –

- this information appears in AP as reference information

ADDRESS SETUP

Separate addresses are being created for reportable vendors with the title of 1099 so that we can set up the legal name for reporting purposes.

Identifying Information Address Location Contacts 1099

SetID: SHARE Vendor: 0000006816 RED RIVER PRINTING & PACKAGING

Vendor Address Find | View All First 1 of 2

Addr: 001 Descr: WEST FARGO

Address Detail Find | View All First 1 of 1

Effective Date: 02/21/2006 Status: Active

Country: USA United States

Address 1: PO BOX 882

Address 2:

Address 3:

City: WEST FARGO

County: Postal: 58078

State: ND North Dakota

Email ID:

[Payment/Withholding Alternate Names](#) [Telephone...](#)

By clicking on the “Payment/Withholding Alternate Names” link on this page, you will be able view the legal name that will print on the 1099.

Identifying Information Address Location Contacts 1099

SetID: SHARE Vendor: 0000006816 RED RIVER PRINTING & PACKAGING

Vendor Address Find | View All First 2 of 2 Last

Addr: 002 Descr: 1099

Address Detail Find | View All First 1 of 1 Last

Effective Date: 02/21/2006 Status: Active

Country: USA United States

Address 1: PO BOX 882

Address 2:

Address 3:

City: WEST FARGO

County: Postal: 58078

State: ND North Dakota

Email ID:

[Payment/Withholding Alternate Names](#) [Telephone...](#)

Save Return to Search Notify Refresh Add Update/Display Include History

The information in this link will look like this:

Reminder: The information entered in Name 1 here will override the Information tab on the voucher and 1099.

Payment/Withholding Alternate Names

Payment/Withholding Alt Names

Name 1: TRAPP,TIM

Name 2: RED RIVER PRINTING & PACKAGING

OK Cancel Refresh

Name 2 does not print on the check, but it does print on the 1099.

Setting up the separate address allows the DBA to print on the checks, but the legal name will print on the 1099.

LOCATION SETUP

Certain reportable vendors need two locations: one as reportable and another one as non-reportable. That is because they are reportable vendors, but some of what they supply is not reportable (e.g., Dakota Awards, Prairie Rose Data, Dell, etc.)

Locations are used for numerous projects for different agencies

- Interfaces (i.e., DHSCONT001; 622345; CARS000; BIDS, etc.)
- Types of ACH payments (CDBG, NDSU ACH, etc.)
- Types of payments made by certain agencies (Service001; Premiums; Grants, etc.)
- 1099 payments other than 1099 Misc. (1099S; 1099G)

Examples of vendors who are not reportable are:

- non-profit organizations,
- cooperatives
- government agencies (fed, state, county, city, etc.)

A vendor's business type is determined by the documentation received from the vendor by the Vendor Registry.

This handout is posted to the State Procurement Office website:

<http://www.nd.gov/spo/connectnd/manual/>